

415005/01/05

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: WASTEWATER OPERATIONS MANAGER**

**DEFINITION**

Under general supervision, to plan, organize and direct assigned sections of the Wastewater System Division; to ensure that wastewater is collected, treated and discharged in compliance with all regulations and reporting requirements associated with regulatory agencies; to provide technical assistance for planning, designing, constructing and maintaining wastewater facilities and collections systems; to provide highly responsible and technical staff assistance to the programs and staff that are responsible for administration, pretreatment, collection, treatment, maintenance, environmental compliance and analysis of the wastewater system and processes; and to do related work as required.

**REPORTS TO:** Wastewater Systems Manager

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Wastewater Systems Manager. Exercises general supervision over assigned staff.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not necessarily limited to, the following:

- Ensure that the quality of wastewater effluent satisfies discharge requirements established by regulatory agencies.
- Plan, assign, schedule, supervise, and evaluate section supervisors of the wastewater treatment plant.
- Plan and recommend the improvement of plant facilities including capital projects and maintenance project improvements.
- Participate in the preparation, review and submittal of periodic reports to the California Regional Board and the related agencies regarding wastewater collection, treatment and disposal.
- Prepare and administer budget for assigned sections of the wastewater treatment plant.
- Implement an asset management program to minimize unexplained repair and replacement and ensure reliable operation of wastewater collection systems, treatment facilities and equipment.
- Ensure compliance with safety regulations required by CalOSHA.
- Direct, coordinate and administer the compliance and monitoring activities of the Division.
- Develop and implement goals, objectives, policies and priorities as assigned.
- Meet with outside agencies and customers to resolve water quality issues.
- Attend hearings related to environmental issues for air, land and water quality.
- Review professional environmental regulations and guidance, assessing the potential for impacts on the Division operations, develop and submit comments and alternative language for issuing agency consideration.

- Develop appropriate responses to violations of permitted activities including reports, short-term and long-term action plans.
- Prepare applications for and maintain required environmental permits for the Division; act a lead negotiator with the issuing agency.
- Develop and/or propose research efforts necessary to support Division goals; work with trade organizations to advocate environmental regulations consistent with Division goals.
- Serve as acting Wastewater Systems Manager as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Supervision, training and performance measures for evaluation of assigned staff.
- Federal Clean Water Act as it relates to water and wastewater system operation and maintenance.
- Collection, treatment and disposal of wastewater and bio-solids.
- Wastewater treatment plant asset management.
- Computer databases related to Supervisor Control and Data Acquisition (SCADA) and Work Order Management System (WOMS).
- Applicable federal, state and local rules, regulations and codes governing the operation of potable water or wastewater treatment facilities.
- Environmental regulations related to water or wastewater systems.
- CalOSHA regulations as applied to areas of responsibility.
- Pre-treatment of industrial or commercial wastewater discharge.
- Modern developments, current literature and sources of information regarding wastewater plant construction, process operation, maintenance and mechanical engineering.
- Principles of budget management.

### **Ability to:**

- Supervise and manage the work of subordinates in the wastewater plant.
- Select, train and evaluate subordinates.
- Interpret complex database applications related to SCADA and WOMS.
- Write and present detailed reports for a variety of persons, including City Council, staff, advisory groups and City staff.
- Communicate clearly and concisely, orally and in writing.

## **Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:** Equivalent to a Bachelor's Degree from an accredited college or university with major course work in business, environmental science, water or wastewater management or other field which could provide the necessary skills. A Master's Degree in any of the aforementioned fields is highly desirable and may be substituted for two years of the required experience.

**Experience:** At least four years of progressively responsible experience managing or supervising at a Class IV or V wastewater treatment plant performing operations, maintenance, laboratory, administration or regulatory activities. Two years of additional experience may be substituted for two years of education.

**MEDICAL CATEGORY:** Group 1

## **NECESSARY SPECIAL REQUIREMENT**

Possession of an active Grade IV or V Wastewater Treatment Plant Operations Certificate issued by the California State Water Resources Control Board is highly desirable.

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

## **CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Wastewater Operations Manager

**TO:** Wastewater Systems Manager